



e-learning

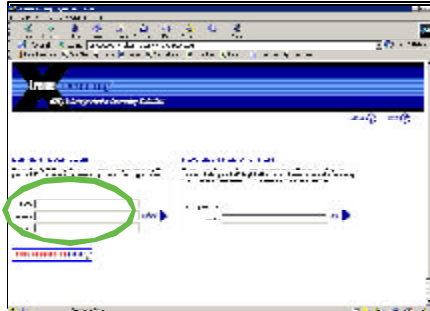
Quick Reference Guide

www.xtremelearning.com

how to take a course

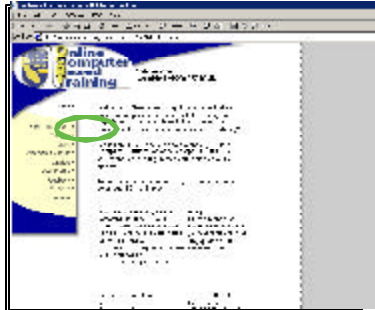
Go to www.xtremelearning.com and type in CDFG in the company name field. Enter your personal user name and password. Click on **SUBMIT**

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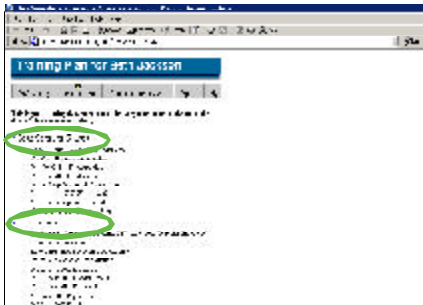
2

Select **TRAINING** menu found on the left-hand side.



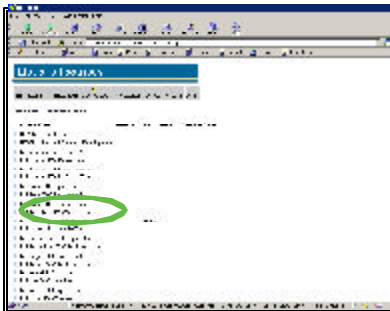
3

Choose "List of all Courses" Click to get to the list of class offerings. courses.



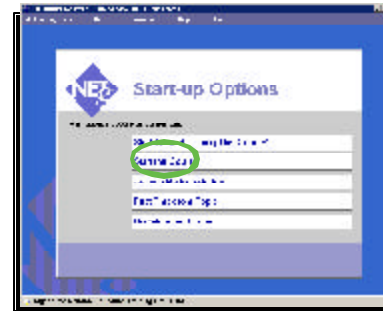
4

Click on class choice (from underlined list).



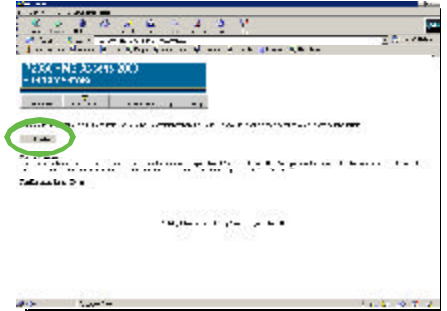
Click on "take course".

5



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Choose from the "Start-up Options"



Start Tutorial: Short tutorial about how to use this course.

Start the Course: Start learning at the beginning of the course.

Assess My Knowledge: Assess your current knowledge and automatically create a personal learning track, containing only the topics you need to learn.

Fast Track of a Topic: Search for a specific topic within the course.

Download and Learn: Click here to download topics for the course for off-line learning.

Take the course. If you take the course "browser playable (on-line), your scores will automatically be sent to OTD. If you download the course, simply log back into the system and your scores will be recorded, and sent to OTD at the end of the month. If you do not receive a certificate by the end of the following month please call OTD, (916) 227-5663.

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